

Requirements Package: Business Requirements

Project:	Electronic Payments Improvement
Project No.:	DOA06-1263B
Author(s):	Dan Drislane
Organization:	Montana Dept. of Transportation (MDT)
Date:	6/26/2012
Version:	20

ID	Affinity	Business or Functional Area	Requirement Statement	Stakeholder Request	Joint Priority	Resp Party	State (see descriptions below)	Trace-To IDs						Trace-From IDs						Notes	Requirement Source
								1	2	3	4	5	6	1	2	3	4	5	6		
R1	ShopMDT		Deny Motor Carrier all online operations (other than log on) if account is revoked.	Stakeholder Request	High	Blue	Validated							R505							
R2	ShopMDT		Allow a revoked Motor Carrier to sign onto system.	Functional	High		Validated	R1													
R3	ShopMDT		Deny revoked Motor Carriers the ability to purchase any MDT permit or license application or renewal.	Functional	High		Validated	R1													
R4	ShopMDT		Revoked Motor Carriers cannot purchase any MDT permit or license application or renewal until their account status is changed to "in good standing."	Business Policy	High		Validated	R1													
R5	ShopMDT		Motor Carrier is revoked when it did not file a required tax return or did not pay balances owing.	Business Policy	High		Validated	R1													
R6	ShopMDT		Motor Carrier is revoked when it has an out of service vehicle on their registration.	Business Policy	High		Validated	R1													
R7	ShopMDT		Post message to Motor Carrier that account is revoked.	Functional	High		Validated	R1													
R8	ShopMDT		Validate Motor Carrier's address for legitimacy.	Stakeholder Request	High	Green	Validated														
R9	ShopMDT		Use USPS or other web service to validate addresses when Motor Carrier is entering for first time.	Functional	High		Validated	R8													
R10	ShopMDT		Allow Motor Carrier to override suggested validated address.	Functional	Low		Validated	R8													
R11	ShopMDT		System automatically generates renewal notices.	Stakeholder Request	High	Green	Validated														
R12	ShopMDT	TS	MDT employee can choose when to begin generating IFTA renewal notices: fixed day and time (that can be adjusted); on demand.	Functional	High		Validated	R11													
R13	ShopMDT	RS	MDT employee can choose when to begin generating IRP renewal notices: fixed day and time (that can be adjusted); on demand.	Functional	High		Validated	R11													
R14	ShopMDT	TS, RS	Renewal notices can be sent via email to all Motor Carriers with a valid email address.	Functional	Medium		Validated	R11													
R15	ShopMDT		Renewal notices can be posted to an online user's account and can be viewed by user.	Functional	High		Validated	R11													
R16	ShopMDT		User can open renewal notice online and begin to edit form.	Functional	High		Validated	R11													
R17	ShopMDT		Document Action Date	Entity Attribute	High		Validated	R11													
R18	ShopMDT		Document Action Lead Calendar Days	Entity Attribute	High		Validated	R11													
R19	ShopMDT		Document Action Type having fixed domain of values: Generate Renewal Notice; Generate Renewal; Generate Invoice.	Entity Attribute	High		Validated	R11													
R20	ShopMDT		Document Type having fixed domain of values: IFTA Renewal; IRP Renewal.	Entity Attribute	High		Validated	R11													
R21	ShopMDT		Motor Carrier can link to useful outside web sites.	Stakeholder Request	High	Blue	Validated														
R22	ShopMDT		Provide link to MCS Internet Web page for Motor Carriers ( <a href="http://www.mdt.mt.gov/business/mcs/default.shtml">http://www.mdt.mt.gov/business/mcs/default.shtml</a> )	Functional	High		Validated	R21													
R23	ShopMDT		Provide link to FMCSA Home Page <a href="http://www.fmcsa.dot.gov/">http://www.fmcsa.dot.gov/</a>	Functional	High		Validated	R21													
R24	ShopMDT		Provide link to MCS150 updates ( <a href="http://www.fmcsa.dot.gov/registration-licensing/registration-licensing.htm">http://www.fmcsa.dot.gov/registration-licensing/registration-licensing.htm</a> )	Functional	High		Validated	R21													
R25	ShopMDT		Provide link to UCR (Unified Carrier Registration System) ( <a href="http://www.ucr.in.gov/">http://www.ucr.in.gov/</a> )	Functional	High		Validated	R21													
R26	ShopMDT		Provide link to SAFER (Safety and Fitness Electronic Records) ( <a href="http://safer.fmcsa.dot.gov/">http://safer.fmcsa.dot.gov/</a> )	Functional	High		Validated	R21													

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R27	ShopMDT		Provide link to FMCSA Portal Login (https://portal.fmcsa.dot.gov/login)	Functional	High		Validated	R21													
R28	ShopMDT		Provide link to Motor Vehicle Laws (http://data.opi.mt.gov/bills/mca_toc/61.htm)	Functional	High		Validated	R21													
R29	ShopMDT	TS, RS, PS	Motor Carrier can add new vehicle to account.	Stakeholder Request	High	Blue	Validated														
R30	ShopMDT	RS, TS	Motor Carrier can request that a new vehicle be added to RS account. Vehicle Information to be captured: The same content that exists on Schedule C (IRP Supplemental Application): Equipment Number; VIN; Year; Make; VehicleType; Number of Axles; Number of Combos; Number of Seats; Fuel Type; Empty Weight; Gross Weight; Factory Price; Purchase Price; Date of Purchase; Previous Registration; US DOT Number; Safety Question; Federal ID/TIN at Vehicle Level; Owner; Owner Phone; Jurisdiction Titled In; Title Number; Bus Horsepower; Overlength Permit (Y/N).	Functional	High		Validated	R29													
R31	ShopMDT	RS, TS	System will validate VIN format before form is submitted.	Functional	High		Validated	R29													
R32	ShopMDT	RS, TS	Upon form submittal, system will validate VIN for duplicate. Valid for TS (with calendar year) and RS; for PS, flag only and notify Motor Carrier.	Functional	High		Validated	R29													
R33	ShopMDT	RS, TS	Allow user to override validation error.	Functional	High		Validated	R29													
R34	ShopMDT	RS, TS	Motor Carrier can choose trailer type. (Schedule C-T)	Stakeholder Request	High	Green	Validated														
R35	ShopMDT	RS, TS	Motor Carrier can choose trailer type.	Functional	High		Validated	R34													
R36	ShopMDT	RS, TS	Trailer Type with fixed domain of values: Full Trailer; Semi-Trailer.	Entity Attribute	High		Validated	R34													
R37	ShopMDT	RS, TS	Motor Carrier can choose vehicle type.	Stakeholder Request	High	Green	Validated														
R38	ShopMDT	RS, TS	Motor Carrier can choose vehicle type.	Functional	High		Validated	R37													
R39	ShopMDT	RS, TS	Vehicle Type with fixed domain of values: Bus; Tractor; Truck; Recreational Vehicle.	Entity Attribute	High		Validated	R37													
R40	ShopMDT	RS, TS	Motor Carrier can submit IRP supplements.	Stakeholder Request	High	Green	Validated														
R41	ShopMDT	RS	Motor Carrier can complete and submit an IRP Supplemental Application (Schedule C) to add a state or increase a weight for a given set of states.	Functional	High		Validated	R40													
R42	ShopMDT	RS	Customers wishing to add vehicles that have a current County Plate for Montana will not be allowed to add vehicles to their online account.	Business Policy	High		Validated	R40													
R43	ShopMDT	RS	For the Business Policy referenced in the Trace To: This would be due to the customer having credit from the county registration and not knowing how to calculate the credit and not being able to adjust the invoice.	Guidance	N/A		Validated	R42													
R44	Manual	RS	Licensing/Permitting Technician will manually validate an IRP Supplemental Application (Schedule C).	Guidance	N/A		Validated	R40													
R45	ShopMDT	RS	Functionality for this requirement mirrors that of the IRP renewal. See Trace To ID for trace to that Stakeholder Request.	Guidance	N/A		Validated	R40													
R46	ShopMDT	RS	After submitting the IRP supplement, the LP Technician will validate the supplement, compose an electronic invoice, the Motor Carrier pays the electronic invoice and can then open and print a Temporary Operating Authority (TOA) that expires in 30 calendar days, which by that time they will have received the permanent credentials (plate and sticker).	Functional	High		Validated	R40													

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R47	ShopMDT	TS	Motor Carrier can complete new IFTA application.	Stakeholder Request	High	Green	Validated														
R48	ShopMDT	TS	Motor Carrier can complete new IFTA application using an online form and submit completed form to MDT for validation.	Functional	High		Validated	R47													
R49	ShopMDT	TS	Motor Carrier cannot submit a second IFTA application for same Common Account if one is already on file.	Business Policy	High		Validated	R47													
R50	ShopMDT	TS	Motor Carrier does not have to have a valid online account in order to complete a IFTA New License Application form.	Business Policy	High		Validated	R47													
R51	ShopMDT	TS	System will expose the IFTA New License Application form to any user capable of accessing the ShopMDT site; no sign-on or authentication is required.	Functional	High		Validated	R47													
R52	ShopMDT	TS	The system will perform field validation in real time as the user is navigating from field to field.	Functional	High		Validated	R47													
R53	ShopMDT	TS	Once completed, the user can submit the IFTA New License Application form for validation.	Functional	High		Validated	R47													
R54	ShopMDT	TS	If automated validation for the IFTA New License Application is permitted, both data validation and business information validation may be executed by the system. (This rule does not preclude manual validation).	Business Policy	High		Validated	R47													
R55	ShopMDT	TS	If manual validation for the IFTA New License Application is permitted, form will be submitted for manual validation. (This rule does not preclude automated validation).	Business Policy	High		Validated	R47													
R56	ShopMDT	TS	Business information validation rules for the IFTA New License Application form are documented in the file: EPL_FORM_VALIDATIONS_V1.PDF.	Guidance	N/A		Validated	R47													
R57	ShopMDT	TS	Upon completion of the system's automated validation of the IFTA application, if form is correct and no manual validation is required, system will notify the user that the IFTA New License Application has been approved.	Functional	High		Validated	R47													
R58	ShopMDT	TS	Licensing/Permitting Technician will manually validate an IFTA application.	Guidance	High		Validated	R47	R396												
R59	ShopMDT	TS	System will treat an IFTA application that has been approved by the Licensing/Permitting Technician as being eligible for being added to the shopping cart.	Functional	High		Validated	R47													
R60	ShopMDT	TS	When the IFTA application has been added to the shopping cart, the system will prevent the Motor Carrier from accessing the application to make changes (and then resubmit). Applications that have not been added to the shopping cart may be edited and resubmitted.	Functional	High		Validated	R47													
R61	ShopMDT	TS	Upon completion of the system validation of the IFTA application, if form is deficient or defective, system will allow the Licensing/Permitting Technician to complete a defect list and corrective steps to be taken by the Motor Carrier.	Functional	High		Validated	R47													
R62	ShopMDT	TS	Upon completion of the Licensing/Permitting Technician's manual validation of the IFTA application, if form is deficient or defective, system will allow the Licensing/Permitting Technician to notify the user via email the defect list and corrective steps to be taken by the Motor Carrier.	Functional	High		Validated	R47													

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R63	ShopMDT	TS	Motor Carrier can make corrections to defective applications and resubmit the form.	Functional	High		Validated	R47														
R64	ShopMDT	TS	To complete and approve an IFTA application or renewal, MDT must have in its possession the following supporting documents: - Current MCS-150 - Secretary of State documents establishing company	Business Policy	High		Validated	R47														
R65	ShopMDT	TS	Ability to associate an online document such as an IFTA application as requiring automatic validation, manual validation or both.	Functional	High		Validated	R47														
R66	ShopMDT	TS	Requires Automated Validation (Yes/No)	Entity Attribute	High		Validated	R47														
R67	ShopMDT	TS	Requires Manual Validation (Yes/No)	Entity Attribute	High		Validated	R47														
R68	ShopMDT	TS	Motor Carrier must have the ability to enter authorized parties to do work on the account (in lieu of present signature page). Information to be captured: First Name; Last Name; Title; Social Security Number.	Functional	High		Validated	R47														
R69	ShopMDT	TS	Ability to capture and store VIN on the IFTA application.	Functional	High		Validated	R47														
R70	ShopMDT	TS	Licensing/Permitting Technician must be able to view all IFTA documents that have been successfully purchased that require credentials.	Functional	High		Validated	R47														
R71	ShopMDT	RS	Motor Carrier can complete an IRP New Registration using an online form and submit completed form to MDT for system validation.	Functional	High		Validated	R71														
R72	ShopMDT	RS	Motor Carrier cannot submit a second IRP New Registration for same Common Account and same fleet if one is already on file.	Business Policy	High		Validated	R71														
R73	ShopMDT	RS	Motor Carrier does not have to have a valid online account in order to complete an IRP New Registration form.	Business Policy	High		Validated	R71														
R74	ShopMDT	RS	System will expose the IRP New Registration form to any user capable of accessing the ShopMDT site; no sign-on or authentication is required.	Functional	High		Validated	R71														
R75	ShopMDT	RS	The system will perform field validation in real time as the user is navigating from field to field.	Functional	High		Validated	R71														
R76	ShopMDT	RS	Once completed, the user can submit the form for validation.	Functional	High		Validated	R71														
R77	ShopMDT	RS	If automated validation for the IRP New Registration is permitted, both data validation and business information validation may be executed by the system. (This rule does not preclude manual validation).	Business Policy	High		Validated	R71														
R78	ShopMDT	RS	If manual validation for the IRP New Registration is permitted, form will be submitted for manual validation. (This rule does not preclude automated validation).	Business Policy	High		Validated	R71														
R79	ShopMDT	RS	Business information validation rules for the IRP New Registration form are documented in the file: EPI_FORM_VALIDATIONS_V1.PDF.	Guidance	N/A		Validated	R71														
R80	ShopMDT	RS	Upon completion of the system's automated validation of the IRP New Registration, if form is correct and no manual validation is required, system will notify the user that the application has been approved.	Functional	High		Validated	R71														

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R82	ShopMDT	RS	Licensing/Permitting Technician will manually validate an IRP application.	Guidance	High		Validated	R71	R396													
R83	ShopMDT	RS	System will treat an IRP application that has been cleanly validated as being eligible for being added to the shopping cart.	Functional	High		Validated	R71														
R84	ShopMDT	RS	When the IRP application has been added to the shopping cart, the system will prevent the Motor Carrier from accessing the application to make changes (and then resubmit). Applications that have not been added to the shopping cart may be edited and resubmitted.	Functional	High		Validated	R71														
R85	ShopMDT	RS	Upon completion of the system's automated validation of the IRP application, if form is deficient or defective, system will allow the Licensing/Permitting Technician to complete a defect list and corrective steps to be taken by the Motor Carrier.	Functional	High		Validated	R71														
R86	ShopMDT	RS	Upon completion of the system's automated validation of the IRP application, if form is deficient or defective, system will compile defects and notify the user via email the defect list and corrective steps to be taken by the Motor Carrier.	Functional	High		Validated	R71														
R87	ShopMDT	RS	Motor Carrier can make corrections to defective applications and resubmit the form.	Functional	High		Validated	R71														
R88	ShopMDT	RS	To complete and approve an IRP application or renewal, MDT must have in its possession the following supporting documents: - a properly completed and approved Schedule A & B - a current, receipted IRS Form 2290 (HVUT) for each vehicle over 55,000 pounds empty weight. - a properly completed, original and approved Approval Signature sheet - a Bill of sale - Secretary of State documents establishing company - If vehicle is leased, lease agreement	Business Policy	High		Validated	R71	R409													
R89	ShopMDT	RS	Ability to associate an online document such as an IRP application as requiring automatic validation, manual validation or both.	Functional	High		Validated	R71														
R90	ShopMDT		Motor Carrier must have the ability to enter authorized parties to do work on the account (in lieu of present signature page). Information to be captured: First Name; Last Name; Title; Social Security Number.	Functional	High		Validated	R71														
R91	ShopMDT	RS	Licensing/Permitting Technician must be able to view all IRP documents that have been successfully purchased that require credentials.	Functional	High		Validated															
R92	ShopMDT	TS	Motor Carrier can complete an IFTA renewal.	Stakeholder Request	High		Validated															
R93	ShopMDT	TS	Motor Carrier can complete an IFTA renewal using an online form and submit completed form to MDT for system validation.	Functional	High		Validated	R92														
R94	ShopMDT	TS	The system will perform field validation in real time as the user is navigating from field to field in the IFTA Renewal form.	Functional	High		Validated	R92														
R95	ShopMDT	TS	Once completed, the user can submit the IFTA Renewal form for validation.	Functional	High		Validated	R92														

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R96	ShopMDT	TS	If automated validation for the IFTA Renewal is permitted, both data validation and business information validation may be executed by the system. (This rule does not preclude manual validation).	Business Policy	High		Validated	R92														
R97	ShopMDT	TS	If manual validation for the IFTA Renewal is permitted, form will be submitted for manual validation. (This rule does not preclude automated validation).	Business Policy	High		Validated	R92														
R98	ShopMDT	TS	Once form is submitted, the system will perform a data validation on the IFTA Renewal form.	Functional	High		Validated	R92														
R99	ShopMDT	TS	Once IFTA Renewal form is submitted, the system will perform a business information validation (i.e. business rules) on the form.	Functional	High		Validated	R92														
R100	ShopMDT	TS	Business information validation rules for the IFTA Renewal form are documented in the file: EPI_FORM_VALIDATIONS_V1.PDF.	Guidance	N/A		Validated	R92														
R101	ShopMDT	TS	Upon completion of the system's automated validation of the IFTA renewal, if form is correct and no manual validation is required, system will notify the user that the application has been approved.	Functional	High		Validated	R92														
R102	ShopMDT	TS	Licensing/Permitting Technician will not manually validate an IFTA renewal.	Guidance	High		Validated	R92														
R103	ShopMDT	TS	System will treat an IFTA renewal that has been approved by automated validation as being eligible for being added to the shopping cart.	Functional	High		Validated	R92														
R104	ShopMDT	TS	When the IFTA renewal has been added to the shopping cart, the system will prevent the Motor Carrier from accessing the application to make changes (and then resubmit). Renewals that have not been added to the shopping cart may be edited and resubmitted.	Functional	High		Validated	R92														
R105	ShopMDT	TS	Upon completion of the Licensing/Permitting Technician's system validation of the IFTA renewal, if form is deficient or defective, system will allow the Licensing/Permitting Technician to complete a defect list and corrective steps to be taken by the Motor Carrier.	Functional	High		Validated	R92														
R106	ShopMDT	TS	Upon completion of the Licensing/Permitting Technician's manual validation of the IFTA renewal, if form is deficient or defective, system will allow the Licensing/Permitting Technician to notify the user via email the defect list and corrective steps to be taken by the Motor Carrier.	Functional	High		Validated	R92														
R107	ShopMDT	TS	Motor Carrier can make corrections to defective applications and resubmit the IFTA Renewal form.	Functional	High		Validated	R92														
R108	ShopMDT	TS	IFTA renewal data captured: See 2012 IFTA Renewal.	Functional	High		Validated	R92														
R109	ShopMDT		Motor Carrier must have the ability to enter authorized parties to do work on the account (in lieu of present signature page). Information to be captured: First Name; Last Name; Title; Social Security Number.	Functional	High		Validated															
R110	ShopMDT	RS	Motor Carrier can complete an IRP renewal.	Stakeholder Request	High		Validated															
R111	ShopMDT	RS	Motor Carrier can complete an IRP renewal using an online form and submit completed form to MDT for system validation.	Functional	High		Validated	R110														

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R112	ShopMDT	RS	A choice will be offered to the Motor Carrier. If there are absolutely no changes to the current configuration of vehicles, weight groups and states in the IRP Renewal, Motor Carrier can indicate this is the case. Conversely, if there is at least one change to these items, Motor Carrier can indicate this is the case.	Functional	High		Validated	R110														
R113	ShopMDT	RS	The system will perform field validation in real time as the user is navigating from field to field in the IRP Renewal form.	Functional	High		Validated	R110														
R114	ShopMDT	RS	Once completed, the user can submit the IRP Renewal form for validation.	Functional	High		Validated	R110														
R115	ShopMDT	RS	If automated validation for the IRP Renewal is permitted, both data validation and business information validation may be executed by the system. (This rule does not preclude manual validation).	Business Policy	High		Validated	R111														
R116	ShopMDT	RS	If manual validation for the IRP Renewal is permitted, form will be submitted for manual validation. (This rule does not preclude automated validation).	Business Policy	High		Validated	R111														
R117	ShopMDT	RS	Once form is submitted, the system will perform a data validation on the IRP Renewal form.	Functional	High		Validated	R110														
R118	ShopMDT	RS	Once form is submitted, the system will determine if Motor Carrier indicated there is at least one change to the vehicles, weight groups and states in the IRP renewal.	Functional	High		Validated	R110														
R119	ShopMDT	RS	If Motor Carrier indicated there is at least one change to the vehicles, weight groups and states in the IRP renewal, system will set Requires Manual Validation to Yes.	Functional	High		Validated	R110														
R120	ShopMDT	RS	If Motor Carrier indicated there is at least one change to the vehicles, weight groups and states in the IRP renewal, system will notify the user via email that the application has been approved.	Functional	High		Validated	R110														
R121	ShopMDT	RS	Upon completion of the system's automated validation of the IRP renewal, if form is correct and no manual validation is required, system will notify the user that the application has been approved.	Functional	High		Validated	R112														
R122	ShopMDT	RS	Licensing/Permitting Technician will not manually validate an IRP renewal if Motor Carrier indicated there no changes to the vehicles, weight groups and states in the IRP renewal. Conversely, Licensing/Permitting Technician will manually validate an IRP renewal if Motor Carrier indicated there no changes to the vehicles, weight groups and states in the IRP renewal.	Guidance	High		Validated	R110														
R123	ShopMDT	RS	System will treat an IRP renewal that has been approved by the Licensing/Permitting Technician as being eligible for being added to the shopping cart.	Functional	High		Validated	R110														
R124	ShopMDT	RS	When the IRP renewal has been added to the shopping cart, the system will prevent the Motor Carrier from accessing the application to make changes (and then resubmit). Renewals that have not been added to the shopping cart may be edited and resubmitted.	Functional	High		Validated	R110														

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R125	ShopMDT	RS	Upon completion of the Licensing/Permitting Technician's manual validation of the IRP renewal, if form is deficient or defective, system will allow the Licensing/Permitting Technician to complete a defect list and corrective steps to be taken by the Motor Carrier.	Functional	High		Validated	R110													
R126	ShopMDT	RS	Upon completion of the Licensing/Permitting Technician's manual validation of the IRP renewal, if form is deficient or defective, system will allow the Licensing/Permitting Technician to notify the user via email the defect list and corrective steps to be taken by the Motor Carrier.	Functional	High		Validated	R110													
R127	ShopMDT	RS	Motor Carrier can make corrections to defective applications and resubmit the IRP Renewal form.	Functional	High		Validated	R110													
R128	ShopMDT	RS	IRP renewal data captured: See 2012 IRP Renewal.	Functional	High		Validated	R110													
R129	ShopMDT	RS	Motor Carrier must have the ability to enter authorized parties to do work on the account (in lieu of present signature page). Information to be captured: First Name; Last Name; Title; Social Security Number.	Functional	High		Validated	R110													
R130	ShopMDT		Motor Carrier can save forms electronically in their own system.	Stakeholder Request	Nice to Have	Blue/Green	Deferred													Difficult to do with Adobe. May be different with a web form. More analysis needed.	
R131	ShopMDT		Motor Carrier can search for information about their account.	Stakeholder Request	Medium	Green	Validated														
R132	ShopMDT	CA	Motor Carrier can search by: Common Account information (name, address, contacts, authorized party names).	Functional	Medium		Validated	R131													
R133	ShopMDT	RS	Motor Carrier can search by IRP information: Vehicle VIN; Vehicle Plate Number; Weight Group; State.	Functional	Medium		Validated	R131													
R134	ShopMDT	TS	Motor Carrier can search by IFTA Tax Information: Tax Return Year and Quarter;	Functional	Medium		Validated	R131													
R135	ShopMDT	TS	Motor Carrier can search by IFTA License Information: IFTA License Number; Vehicle VIN; Vehicle Plate Number.	Functional	Medium		Validated	R131													
R136	ShopMDT		Motor Carrier can manage their own password.	Stakeholder Request	High		Validated														
R137	ShopMDT		Motor Carrier can create password.	Functional	High		Validated	R136													
R138	ShopMDT		Motor Carrier can change/update password.	Functional	High		Validated	R136													
R139	ShopMDT		System enforces password change after time period.	Functional	High		Validated	R136													
R140	ShopMDT		System supports user authentication using security questions.	Functional	High		Validated	R136													
R141	ShopMDT		System provides "Forgot password" support.	Functional	High		Validated	R136													
R142	ShopMDT		System enforces minimum password requirements.	Functional	High		Validated	R136													
R143	ShopMDT		Password Requirements Policy must be enforced. Formatting rules will be determined at time of application implementation.	Business Policy	High		Validated	R136													
R144	ShopMDT		If password is changed, system notifies user via email of this event.	Functional	High		Validated	R136													
R145	ShopMDT		Password	Entity Attribute	High		Validated	R136													
R146	ShopMDT		Password Changed Timestamp	Entity Attribute	High		Validated	R136													
R147	ShopMDT		Password Age Type with fixed domain of values: Last, Current	Entity Attribute	High		Validated	R136													



Requirements Package: Business Requirements

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Organization:	Montana Dept. of Transportation (MDT)
Date:	6/26/2012
Version:	20

ID	Affinity	Business or Functional Area	Requirement Statement	Stakeholder Request	Joint Priority	Resp Party	State (see descriptions below)	Trace-To IDs						Trace-From IDs						Notes	Requirement Source
								1	2	3	4	5	6	1	2	3	4	5	6		
R148	ShopMDT		Password Type with fixed domain of values: System Generated; User Generated.	Entity Attribute	High		Validated	R136													
R149	ShopMDT	RS	Motor Carrier can request Cab Card replacement.	Stakeholder Request	High	Blue	Validated														
R150	ShopMDT	RS	Motor Carrier can print Cab Card after successful purchase transaction.	Functional	High		Deferred	R149													
R151	ShopMDT		Motor Carrier can view currently valid cab cards.	Functional	High		Validated	R149													
R152	ShopMDT	RS	Motor Carrier can request a Cab Card replacement by completing an online Request Cab Card Replacement form and submitting the form.	Functional	High		Validated	R149													
R153	ShopMDT	RS	System persists the Cab Card Replacement Request for later viewing.	Functional	High		Validated	R149													
R154	ShopMDT	RS	License/Permitting Technician can view a list of Cab Card Replacement Requests by user.	Functional	High		Validated	R149													
R155	ShopMDT	RS	License/Permitting Technician can select from a list of Cab Card Replacement Requests and view the detail of an individual request.	Functional	High		Validated	R149													
R156	Manual		Fulfillment of the Cab Card Replacement (including printing the Cab Card) is largely a manual task.	Guidance	N/A		Validated	R149													
R157	ShopMDT	RS	License/Permitting Technician can mark an individual Cab Card Replacement Request as pending or complete.	Functional	High		Validated	R149													
R158	ShopMDT	RS	System will capture the timestamp of when fulfillment of the Cab Card Replacement Request.	Functional	High		Validated	R149													
R159	ShopMDT	RS	Document Type with fixed domain of values: Cab Card Replacement; License Plate Replacement; Additional IFTA Decal; Change to Online Profile; Update to IFTA Profile; Update to IRP Profile; IRP Refund; IFTA Credential Refund; IFTA Tax Refund.	Entity Attribute	High		Validated	R149													
R160	ShopMDT		Document Timestamp	Entity Attribute	High		Validated	R149													
R161	ShopMDT		Document Created By	Entity Attribute	High		Validated	R149													
R162	ShopMDT		Document State Type with fixed domain of values: Awaiting Review; Request Pending; In Automated Validation; In Manual Validation; Eligible for Cart; Erroneous; In Cart; Awaiting Corrections; Validation Error; Awaiting Fulfillment; Awaiting Payment; Complete; Post-Processed.	Entity Attribute	High		Validated	R149													
R163	ShopMDT		Fee Amount	Entity Attribute	High		Validated	R149													
R164	ShopMDT		Document Form Design Date	Entity Attribute	High		Validated	R149													
R165	ShopMDT	TS	Motor Carrier can request an IFTA license.	Stakeholder Request	High	Blue	Validated														
R166	ShopMDT	TS	Motor Carrier can print license after successful purchase transaction.	Functional	N/A		Deferred	R165												Not currently desired though in the future this requirement may be more feasible.	
R167	ShopMDT	TS	License/Permitting Technician can view all online-issued IFTA licenses that require a decal be sent to the Motor Carrier.	Functional	High		Validated	R165													
R168	ShopMDT	PS	Motor Carrier can issue permit.	Stakeholder Request	High	Blue	Validated														
R169	ShopMDT	PS	Motor Carrier can print permit after successful purchase transaction.	Functional	High		Validated	R168													
R170	ShopMDT		Motor Carrier links to other state site.	Stakeholder Request	Nice to Have	Blue	Deferred														
R171	ShopMDT		Motor Carrier signs in once.	Stakeholder Request	High	Green	Validated														

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R172	ShopMDT		Support single sign-on capability.	Functional	High		Validated	R171													
R173	ShopMDT		If session is severed, require Motor Carrier to sign-on again.	Functional	High		Validated	R171													
R174	ShopMDT		Motor Carrier can view a FAQs list.	Stakeholder Request	Low	Blue	Validated														
R175	ShopMDT		Provide a Frequently Asked Question facility.	Functional	Low		Validated	R174													
R176	ShopMDT		Enable printing of FAQs list (question and answer).	Functional	Low		Validated	R174													
R177	ShopMDT		Motor Carrier completes a payment.	Stakeholder Request	High	Blue	Validated														
R178	ShopMDT		Upon approval from MDT, Motor Carrier can complete payment for: IRP renewal.	Functional	High		Validated	R177													
R179	ShopMDT		Upon approval from MDT, Motor Carrier can complete payment for: IRP supplement.	Functional	High		Validated	R177													
R180	ShopMDT		Motor Carrier can complete payment with multiple payment types.	Stakeholder Request	High	Green	Validated														
R181	ShopMDT		Payment Type with fixed domain of values: Credit Card; eCheck; Debit Card.	Entity Attribute	High		Validated	R180	R205												
R182	ShopMDT		Credit Card Type with fixed domain of values: American Express; Discover; MasterCard; Visa.	Entity Attribute	High		Validated	R180													
R183	ShopMDT		Display image of all accepted credit card logos.	Usability	Medium		Validated	R180													
R184	ShopMDT		System will accept the following credit card types: American Express, Discover, MasterCard, Visa.	Functional	High		Validated	R180													
R185	ShopMDT		Motor Carrier pays for tax, penalty, interest.	Stakeholder Request	High	Green	Validated														
R186	ShopMDT		System will store accrued penalty fee.	Functional	High		Validated	R185													
R187	ShopMDT		System will store accrued interest due MDT.	Functional	High		Validated	R185													
R188	ShopMDT		Display penalty and interest based on tax products added to the shopping cart.	Functional	High		Validated	R185													
R189	ShopMDT		Motor Carrier pays multiple transactions with one payment.	Stakeholder Request	High	Blue	Validated														
R190	ShopMDT		Motor Carrier only pays for the total of the shopping cart. (One payment.)	Functional	High		Validated	R189													
R191	ShopMDT		Motor Carrier must pay for 100% of the shopping cart total. Partial payments are not allowed.	Business Policy	High		Validated	R189													
R192	ShopMDT		Motor Carrier pays credit card/debit/eCheck transaction and "convenience" fees.	Stakeholder Request	High	Blue	Validated														
R193	ShopMDT		Motor Carrier pays all electronic payment transaction fees.	Business Policy	High		Validated	R192													
R194	ShopMDT		Motor Carrier pays all electronic payment convenience fees.	Business Policy	High		Validated	R192													
R195	ShopMDT		Convenience fee is imposed by Montana Interactive as part of its general operating agreement with the State of Montana. See Glossary entries for Convenience Fee.	Guidance	N/A		Validated	R192													
R196	ShopMDT		System calculates transaction fee for online payment.	Functional	High		Validated	R192													
R197	ShopMDT		System calculates convenience fee for online payment.	Functional	High		Validated	R192													
R198	ShopMDT		System displays the transaction and convenience fee to Motor Carrier before purchase.	Functional	High		Validated	R192													
R199	ShopMDT		Purchase Transaction Fee Amount	Entity Attribute	High		Validated	R192													
R200	ShopMDT		Purchase Convenience Fee Amount	Entity Attribute	High		Validated	R192													
R201	ShopMDT		Purchase Amount	Entity Attribute	High		Validated	R192													
R202	ShopMDT		Purchase Amount Total	Entity Attribute	Low		Validated	R192													
R203	ShopMDT		Purchase Timestamp	Entity Attribute	High		Validated	R192													
R204			Purchase By	Entity Attribute	High		Validated	R192													
R205	ShopMDT		Motor Carrier can pay with credit card, electronic funds transfer (EFT) or debit card.	Stakeholder Request	High	Green	Validated														

Requirements Package: Business Requirements

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R206	ShopMDT		Bank Name	Entity Attribute	High		Validated	R205													
R207	ShopMDT		Routing Number	Entity Attribute	High		Validated	R205													
R208	ShopMDT		Checking Account Number	Entity Attribute	High		Validated	R205													
R209	ShopMDT		Credit Debit Card Account Number	Entity Attribute	High		Validated	R205													
R210	ShopMDT		Credit Debit Card Name on Card	Entity Attribute	High		Validated	R205													
R211	ShopMDT		Credit Debit Card Expiration Date	Entity Attribute	High		Validated	R205													
R212	ShopMDT		Credit Debit Card CCV Number	Entity Attribute	High		Validated	R205													
R213	ShopMDT		System must validate bank information (routing number) before purchase is complete.	Functional	High		Validated	R205													
R214	ShopMDT		System must allow user to change payment type.	Functional	High		Validated	R205													
R215	ShopMDT		System generates a confirmation number upon successful completion of payment.	Functional	High		Validated	R205													
R216	ShopMDT		System sends Motor Carrier email of completed payment and items paid for.	Functional	High		Validated	R205													
R217	ShopMDT		System notifies user if payment failed or if funds are unavailable.	Functional	High		Validated	R205													
R218	ShopMDT		Display sample check image with routing number and account number called out to user.	Usability	High		Validated	R205													
R219	ShopMDT		Motor Carrier can view invoices.	Stakeholder Request	High	Blue	Validated														
R220	ShopMDT		Motor Carrier can view invoices that are manually created by MDT.	Functional	High		Validated	R219													
R221	ShopMDT		Motor Carrier can view invoices that are automatically created by MDT.	Functional	High		Validated	R219													
R222	ShopMDT		Motor Carrier can print invoices.	Functional	High		Validated	R219													
R223	ShopMDT		Motor Carrier can save invoices to their own computer's drive.	Functional	High		Validated	R219													
R224	ShopMDT		MDT employee can create an invoice and upload into the system.	Functional	High		Validated	R219													
R225	ShopMDT		System can store invoices that are automatically created.	Functional	High		Validated	R219													
R226	ShopMDT		Motor Carrier can select an online invoice and send it to the shopping cart.	Functional	High		Validated	R219													
R227	ShopMDT		Motor Carrier can pay an online invoice.	Functional	High		Validated	R219													
R228	ShopMDT	PS	Motor Carrier prints permit history.	Stakeholder Request	Low	Green	Validated														
R229	ShopMDT		Motor Carrier can view past permits purchased.	Functional	Low		Validated	R228													
R230	ShopMDT		Look back for displaying past permit purchases is four fiscal years.	Functional	Low		Validated	R228													
R231	ShopMDT		Ability to copy information from past permit to new permit.	Functional	N/A		Deferred	R228													
R232	ShopMDT		Motor Carrier can print purchase receipt.	Stakeholder Request	High	Blue	Validated														
R233	ShopMDT		System will generate a receipt upon successful completion of payment.	Functional	High		Validated	R232													
R234	ShopMDT		Motor Carrier can print receipt.	Functional	High		Validated	R232													
R235	ShopMDT		Motor Carrier can view present accounts.	Stakeholder Request	Medium	Blue	Validated														
R236	ShopMDT		Motor Carrier can view present common account information by viewing any prior submission of a document or the current document being edited that has been pre-populated. (I.e. IFTA Renewal.)	Functional	Medium		Validated	R235													
R237	ShopMDT		Motor Carrier can view present Tax System information by viewing any prior submission of a document or the current document being edited that has been pre-populated. (I.e. IFTA Renewal.)	Functional	Medium		Validated	R235													

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R238	ShopMDT		Motor Carrier can view present Registration System information by viewing any prior submission of a document or the current document being edited that has been pre-populated. (I.e. IRP Renewal.)	Functional	Medium		Validated	R235													
R239	ShopMDT		Motor Carrier can view present Permitting System information by viewing any prior submission of a document or the current document being edited that has been pre-populated. (I.e. Previously issued permit.)	Functional	Medium		Validated	R235													
R240	ShopMDT		Motor Carrier can request replacement license plate.	Stakeholder Request	Medium	Blue	Validated														
R241	ShopMDT		Motor Carrier can view currently valid plates.	Functional	Medium		Validated	R240													
R242	ShopMDT		Only Montana IRP apportioned plates can be requested. County-issued plates must be requested at counties.	Business Policy	Medium		Validated	R240													
R243	ShopMDT		Motor Carrier can request a License Plate replacement by completing an online Request License Plate Replacement form and submitting the form.	Functional	Medium		Validated	R240													
R244	ShopMDT		System persists the License Plate Replacement Request for later viewing.	Functional	Medium		Validated	R240													
R245	ShopMDT		License/Permitting Technician can view a list of License Plate Replacement Requests by user.	Functional	Medium		Validated	R240													
R246	ShopMDT		License/Permitting Technician can select from a list of License Plate Replacement Requests and view the detail of an individual request.	Functional	Medium		Validated	R240													
R247	Manual		Fulfillment of the License Plate Replacement (including the decal) is largely a manual task.	Guidance	N/A		Validated	R240													
R248	ShopMDT		License/Permitting Technician can mark an individual License Plate Replacement Request as pending or complete.	Functional	Medium		Validated	R240													
R249	ShopMDT		System will capture the timestamp of when fulfillment of the License Plate Replacement Request.	Functional	Medium		Validated	R240													
R250	ShopMDT		Motor Carrier can request vehicle information.	Stakeholder Request	Low	Blue	Validated														
R251	ShopMDT		Motor Carrier can view all vehicles registered, including currently registered vehicles and past registered vehicles.	Functional	Low		Validated	R250													
R252	ShopMDT		Motor Carrier can select and then update the vehicle information. Vehicle information that may be updated: IRP Record?	Functional	Low		Validated	R250													
R253	ShopMDT		Motor Carrier can request online support for IFTA quarterly tax returns.	Stakeholder Request	Medium		Validated														
R254	ShopMDT		Display the Collections hotline phone number.	Functional	Medium		Validated	R253													
R255	ShopMDT		System to provide captive support email capability (email form and submit).	Functional	Medium		Validated	R253	R256												
R256	ShopMDT		Motor Carrier can request online support from MCS.	Stakeholder Request	Medium	Blue	Validated														
R257	ShopMDT		Display the MCS hotline phone number.	Functional	Medium		Validated	R256													
R258	ShopMDT		Motor Carrier can request permit refund.	Stakeholder Request	Low	Blue	Validated														
R259	ShopMDT		Motor Carrier can view currently valid permits.	Functional	Low		Validated	R258													
R260	ShopMDT		Motor Carrier can request refund of one or more permits.	Functional	Low		Validated	R258													
R261	ShopMDT		Motor Carrier can request IRP refund.	Stakeholder Request	Low	Blue	Validated														
R262	ShopMDT	RS	Motor Carrier can request refund of one or more IRP vehicles.	Functional	Low		Validated	R262													
R263	ShopMDT	RS	System checks if requested IRP vehicle can be refunded.	Functional	N/A		Deferred	R262													

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R264	ShopMDT	RS	System checks if requested IRP vehicle's credentials were returned.	Functional	N/A		Deferred	R262													
R265	ShopMDT	RS	Refunds may be granted if credentials for the vehicle to be refunded are returned prior to start of new registration period.	Business Policy	High		Validated	R262													
R266	ShopMDT	RS	Motor Carrier can request a IRP Refund by completing an online Request IRP Refund form and submitting the form.	Functional	Low		Validated	R262													
R267	ShopMDT	RS	System persists the IRP Refund Request for later viewing.	Functional	Low		Validated	R262													
R268	ShopMDT	RS	License/Permitting Technician can view a list of IRP Refund Requests by user.	Functional	Low		Validated	R262													
R269	ShopMDT	RS	License/Permitting Technician can select from a list of IRP Refund Requests and view the detail of an individual request.	Functional	Low		Validated	R262													
R270	Manual		Processing of all refunds is a combination of system-assisted and manual tasks and is supported by a documented business process.	Guidance	N/A		Validated	R262													
R271	ShopMDT	RS	License/Permitting Technician can mark an individual IRP Refund Request as pending or complete.	Functional	Low		Validated	R262													
R272	ShopMDT	RS	System will capture the timestamp of when fulfillment of the IRP Refund Request.	Functional	Low		Validated	R262													
R273	ShopMDT	TS	Motor Carrier can request IFTA refund.	Stakeholder Request	Low	Blue	Validated														
R274	ShopMDT	TS	Motor Carrier can view currently valid IFTA license.	Functional	Low		Validated	R274													
R275	ShopMDT	TS	Motor Carrier can request refund of IFTA tax.	Functional	Low		Validated	R274													
R276	ShopMDT	TS	Motor Carrier can request refund of IFTA credential.	Functional	Low		Validated	R274													
R277	ShopMDT	TS	Refunds are a manual process.	Guidance	Low		Validated	R274													
R278	ShopMDT	TS	Refunds are only granted when credits exceed \$5.00 USD.	Business Policy	N/A		Validated	R274													
R279	ShopMDT	TS	Motor Carrier can request a IFTA Refund by completing an online Request IFTA Refund form and submitting the form.	Functional	Low		Validated	R274													
R280	ShopMDT	TS	System persists the IFTA Refund Request for later viewing.	Functional	Low		Validated	R274													
R281	ShopMDT	TS	Both the License/Permitting Technician or Collections Accounting Technician can view a list of IFTA Refund Requests by user. (Note: The License/Permitting Technician handles IFTA Credential Refunds while the Collections Accounting Technician handles IFTA Tax Refunds.)	Functional	Low		Validated	R274													
R282	ShopMDT	TS	Both the License/Permitting Technician or Collections Accounting Technician can select from a list of IFTA Refund Requests and view the detail of an individual request.	Functional	Low		Validated	R274													
R283	ShopMDT	TS	Both the License/Permitting Technician or Collections Accounting Technician can mark an individual IFTA Refund Request as pending or complete.	Functional	Low		Validated	R274													
R284	ShopMDT	TS	System will capture the timestamp of when fulfillment of the IFTA Refund Request is granted. (I.e. The state of the document is "Complete".)	Functional	Low		Validated	R274													
R285	ShopMDT	PS	Provide Search Facility	Stakeholder Request	Low	Blue	Validated														
R286	ShopMDT	PS	Search for permits by date range.	Functional	Low		Validated	R285													

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R287	ShopMDT		Search by previous payments by date range.	Functional	Low		Validated	R285													
R288	ShopMDT		Motor Carrier can enter and update payment information.	Stakeholder Request	High	Green	Validated														
R289	ShopMDT		Motor Carrier can enter and update payment information. Information to be captured: Payment Type; Credit Card Type; Name of Card; Account Number; Routing Number; Credit Card Number; Debit Card Number; Expiration Date; CCV Number.	Functional	High		Validated	R288													
R290	ShopMDT		Display sample credit image showing location of CCV number.	Usability	High		Validated	R288													
R291	ShopMDT		System sends Motor Carrier email that payment information has changed.	Functional	High		Validated	R288													
R292			Days Before Payment Type Expiration	Entity Attribute	High		Validated	R288													
R293	ShopMDT		Motor Carrier uses shopping cart (one stop shop)	Stakeholder Request	High	Green	Validated														
R294	ShopMDT		System supports shopping cart design metaphor.	Functional	High		Validated	R293													
R295	ShopMDT		Motor Carrier can add items to and remove items from shopping cart.	Functional	High		Validated	R293													
R296	ShopMDT		System will update total dollar amount of shopping cart contents after removing items.	Functional	High		Validated	R293													
R297	ShopMDT		Shopping cart should support multiple quantities of same item.	Functional	High		Validated	R293													
R298	ShopMDT		At this time, there are no purchasable items that will likely have a quantity of more than one but this structure should be accommodated.	Guidance	N/A		Validated	R293													
R299	ShopMDT		Shopping cart information to be displayed: Quantity; Item ID, Item Description; Unit Cost; Extended Cost.	Functional	High		Validated	R293													
R300	ShopMDT		Motor Carrier may navigate off shopping cart page within the ShopMDT environment without losing the shopping cart contents.	Functional	High		Validated	R293													
R301	ShopMDT		Shopping Cart header information to be displayed: Motor Carrier Name; Motor Carrier Account Number; Motor Carrier ) Address; Motor Carrier; Phone; Motor Carrier Email; Motor Carrier Order Number(?); Today's Date; Purchase Subtotal; Purchase Penalties Subtotal; Purchase Interest Subtotal; Purchase Grand Total.	Functional	High		Validated	R293													
R302	ShopMDT		Shopping Cart Footer Information to be displayed: TBD	Functional	High		Validated	R293													
R303	ShopMDT		Motor Carrier can empty shopping cart.	Functional	High		Validated	R293													
R304	ShopMDT		System does not preserve shopping cart if session expires or is terminated.	Functional	High		Validated	R293													
R305	ShopMDT		Motor Carrier can view account balances.	Stakeholder Request	High	Blue	Validated														
R306	ShopMDT		Motor Carrier can view TS account balance.	Functional	High		Validated	R305													
R307	ShopMDT		Motor Carrier can view RS account balance.	Functional	High		Validated	R305													
R308	ShopMDT		Motor Carrier can view PS account balance.	Functional	High		Validated	R305													
R309	ShopMDT		Motor Carrier views accounts on one screen.	Stakeholder Request	High	Blue	Validated														
R310	ShopMDT		Motor Carrier views CA, TS, RS and PS accounts on one screen.	Usability	High		Validated	R309													
R311	ShopMDT		Motor Carrier views history of items purchased.	Stakeholder Request	Low	Blue	Validated														
R312	ShopMDT	TS	Motor Carrier views history of TS items purchased.	Functional	Low		Validated	R311													
R313	ShopMDT	RS	Motor Carrier views history of RS items purchased.	Functional	Low		Validated	R311													
R314	ShopMDT	PS	Motor Carrier views history of PS items purchased.	Functional	Low		Validated	R311													

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R315	ShopMDT		Past purchases include those purchases online and those purchased by other means (in person, at scale, over phone, through USPS mail).	Guidance	N/A		Validated	R311													
R316	ShopMDT		Motor Carrier can view documents.	Stakeholder Request	N/A		Deferred													This capability already exists on other MDT web pages. Deferring making it available from ShopMDT site for now.	
R317	ShopMDT		Motor Carrier can view and print manuals.	Functional	N/A		Deferred														
R318	ShopMDT		Motor Carrier can view and print regulations.	Functional	N/A		Deferred														
R319	ShopMDT		Motor Carrier can view and print requirements.	Functional	N/A		Deferred														
R320	ShopMDT		Motor Carrier can view and print restrictions.	Functional	N/A		Deferred														
R321	ShopMDT		Motor Carrier can view Alerts and News.	Stakeholder Request	Low	Blue	Validated														
R322	ShopMDT		System should query for alert messages and other news items when Motor Carrier signs on.	Functional	Low		Validated	R321													
R323	ShopMDT		Display alerts and news prominently upon after sign-on authentication.	Functional	Low		Validated	R321													
R324	ShopMDT		Alerts and news link should be visible at all times on ShopMDT.	Usability	Low		Validated	R321													
R325	ShopMDT		Motor Carrier must agree to Terms and Conditions that will be accepted for signature.	Stakeholder Request	High	Green	Validated														
R326	ShopMDT		System supports electronic signature capabilities. (Alternative is next item below.)	Functional	N/A		Deferred	R325												Deferred pending inquiry with legal to see if Terms and Conditions (not yet written) will be an acceptable alternative to a hardcopy or an electronic signature.	
R327	ShopMDT		System presents online account terms and conditions agreement.	Functional	High		Validated	R325													
R328	ShopMDT		Motor Carrier must complete terms and conditions agreement.	Functional	High		Validated	R325													
R329	ShopMDT		Motor Carrier must agree to online account terms and conditions before online account setup can be completed.	Business Policy	High		Validated	R325													
R330	ShopMDT		System stores fact that Motor Carrier agreed to terms and conditions along with timestamp.	Functional	High		Validated	R325													
R331	ShopMDT		Agreed to Terms and Conditions	Entity Attribute	High		Validated	R325													
R332	ShopMDT		Agreed to Terms and Conditions Timestamp	Entity Attribute	High		Validated	R325													
R333	ShopMDT		Determination that Terms and Conditions can be substituted for signature by MDT legal counsel.	Rollout	High		Validated	R325													
R334	ShopMDT		Terms and Conditions language must be drafted and approved by MDT legal counsel.	Rollout	High		Validated	R325													
R335	ShopMDT		IFTA and IRP Renewal forms populated with relevant prior history.	Stakeholder Request	High	Green	Validated														
R336	ShopMDT	TS	IFTA Renewal form is populated with identity of Motor Carrier. Information included: See IFTA Renewal Form, top one-third of form (Mailing name and address; Legal Name; DBA; Legal address; Physical Address; US DOT for company; Business Phone; Business Federal Employer ID Number).	Functional	High		Validated	R335													



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R337	ShopMDT	RS	IRP Renewal form is populated with identity of Motor Carrier. Information included: See current example of pre-populated IRP Renewal Form.	Functional	High		Validated	R335													
R338	ShopMDT	TS	Display prominently that Motor Carrier should make corrections to existing IFTA information.	Functional	High		Validated	R335													
R339	ShopMDT	RS	Display prominently that Motor Carrier should make corrections to existing IRP information.	Functional	High		Validated	R335													
R340	ShopMDT	TS	Display "Contact information has changed?" with values of "Yes" and "No" for IFTA Renewal Form.	Functional	High		Validated	R335													
R341	ShopMDT	RS	Display "Contact information has changed?" with values of "Yes" and "No" for IRP Renewal Form.	Functional	High		Validated	R335													
R342	Manual		<b>Vehicles that weigh 55,000 lbs. or more must have a valid HVUT tax form filed (Form 2290) when processing an IRP application or renewal.</b>	<b>Stakeholder Request</b>	<b>High</b>	<b>Green</b>	<b>Validated</b>														
R343	Manual		Vehicles that weigh 55,000 lbs. or more must have a valid IRS HVUT tax form filed (Form 2290) for current tax period when processing an IRP application or renewal.	Business Policy	High		Validated	R342													
R344	Manual		Licensing/Permitting Technician must be able to mark an invalid IRP application or renewal with the corrective step "IRS Form 2290 (Heavy Vehicle Use Tax) is either missing or out of date."	Functional	High		Validated	R342													
R345	ShopMDT		<b>IFTA Quarterly Tax forms can be submitted (i.e. filed) and paid for by Online Motor Carrier.</b>	<b>Stakeholder Request</b>		<b>Blue</b>	<b>Validated</b>														
R346	ShopMDT		Tax return form needs to be available for entry of multijurisdictional data.	Functional			Validated	R345													
R347	ShopMDT		Once Motor Carrier submits form for validation, system will validate content with business information in Vista TS.	Functional			Validated	R345													
R348	ShopMDT		Once Motor Carrier submits form for validation, system will validate form contents with form validation rules.	Functional			Validated	R345													
R349	ShopMDT		If validation errors occur, system will display validation errors to user. (User can then make corrections to form.)	Functional			Validated	R345													
R350	ShopMDT		If critical validation errors occur, such that user cannot make corrections, system will notify user to contact MDT collections. Form can be saved by user but not sent to the shopping cart.	Functional			Validated	R345													
R351	ShopMDT		If validation yields no errors, system computes the tax due, penalties owed, and interest owed and displays these to the user.	Functional			Validated	R345													
R352	ShopMDT		If validation yields no errors, system enables form to be sent to the shopping cart.	Functional			Validated	R345													
R353	ShopMDT		If validation yields no errors, user has two tax return filing options. He/she may either file tax return and send the tax return to the shopping cart, or elect to file the tax return without sending the return to the shopping cart. (Optionally, Motor Carrier can print the document, and send in by conventional means.)	Functional			Validated	R345													
R354	ShopMDT		Once user selects filing option, system updates TS tables with information on tax return form.	Functional			Validated	R345													
R355	ShopMDT		Email notification will be sent daily with a list of all returns loaded to VISTA-TS.	Functional			Validated	R345													



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R356	ShopMDT		Collections Accounting Technician can view a list of tax returns that have validation errors and are awaiting corrections by user.	Functional			Validated	R345															
R357	ShopMDT		Collections Accounting Technician can select from a list of tax returns that have validation errors and view the detail of that return.	Functional			Validated	R345															
R358	ShopMDT		Collections Accounting Technician can view a list of tax returns that have passed validation errors and have been filed by user.	Functional			Validated	R345															
R359	ShopMDT		Collections Accounting Technician can select from a list of tax returns that have been filed and view the detail of that return.	Functional			Validated	R345															
R360	ShopMDT		Collections Accounting Technician can discern if a filed tax return has been paid online or has been filed without payment.	Functional			Validated	R345															
R361	ShopMDT		System must be able to mark returns that have been filed and paid with credit card. (Payment Type must be captured.)	Functional			Validated	R345															
R362	ShopMDT		MDT Administration must be aware of the tax returns that are filed with credit card payment due to the lag (up to 3 or 4 days) that is experienced between authorized payment and when the payment settles and monies are received by Treasury.	Guidance			Validated	R345															
R363	ShopMDT		Upon successful payment of IFTA Quarterly Tax Return, system must record the same date (i.e. today's date) into TS.	Functional			Validated	R345															
R364	ShopMDT		Licensing/Permitting Technician can assume Motor Carrier role.	Stakeholder Request	Nice to Have	Blue	Validated																
R365	ShopMDT		Allow Licensing/Permitting Technician to see what the Motor Carrier sees when troubleshooting a specific problem experienced by the user. (See note at right.)	Functional	Nice to Have		Validated	R364												There are numerous COTS products that provide this functionality.			
R366	ShopMDT		Online purchases are distributed to specific systems and accounts.	Stakeholder Request	High	Green	Validated																
R367	ShopMDT		Once payment is authorized and captured online, the contents of the shopping cart are used to distribute the purchased items to the appropriate systems (TS, RS, PS) and accounts.	Functional	High		Validated	R366															
R368	ShopMDT		Reports of electronic payment transactions must be rendered in Excel.	Functional	High		Validated	R366															
R369	ShopMDT	PS	Ability for MCS to end-date vehicles in PS.	Stakeholder Request	N/A	Green	Deferred													Enhancement request for current PS system. Out of scope for this project.			
R370	ShopMDT		System should offer guidelines on temporary permits.	Stakeholder Request	Low	Green	Validated																
R371	ShopMDT		System should offer guidelines on when a temporary truck permit is required.	Functional	Low		Validated	R370															
R372	ShopMDT		System should offer guidelines on when a temporary fuel permit is required.	Functional	Low		Validated	R370															
R373	ShopMDT		System should offer guidelines on when a temporary trailer permit is required.	Functional	Low		Validated	R370															

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R374	ShopMDT		Links to all guidelines should be prominently displayed to user and should be placed adjacent to related forms.	Usability	Low		Validated	R370															
R375	Manual		Motor Carriers must be validated before they are granted rights to create an online account.	Stakeholder Request	High	Blue/Green	Validated																
R376	Manual		To minimally qualify a Motor Carrier to create an online account, MDT must have in its possession the following: the Motor Carrier's valid US DOT number; the Motor Carrier's valid TIN number.	Business Policy	High		Validated	R375															
R377	ShopMDT		An additional qualification for a Motor Carrier to create an online account is the Motor Carrier's information must be validated through MCMIS.	Business Policy	High		Validated	R375															
R378	ShopMDT		Motor Carriers who have a Vehicle Type of "Recreational Vehicle" are not allowed to complete and submit and IFTA application or IFTA renewal without MCS management approval.	Business Policy	High		Validated	R375															
R379	ShopMDT		Provide Third Party Support	Stakeholder Request	High	DJD	Validated																
R380	ShopMDT		System stores proof of possession of Power of Attorney document.	Functional	High		Validated	R379															
R381	ShopMDT		Possession of Power of Attorney	Entity Attribute	High		Validated	R379															
R382	ShopMDT		Possession of Power of Attorney Timestamp	Entity Attribute	High		Validated	R379															
R383	ShopMDT		ShopMDT Must Communicate with Payment Portal.	Stakeholder Request	High	DJD	Validated																
R384	ShopMDT		ShopMDT must send Capture and Authenticate Payment request message to Payment Portal. (See Notification and Messages).	System Interface	High		Validated	R383															
R385	Payment Portal		Payment Portal must send Capture and Authenticate Payment response message to ShopMDT. (See Notification and Messages).	System Interface	High		Validated	R383															
R386			Additional Messages are documented in the Notifications and Messages; Use Cases, Usage Scenarios and Business Processes.	Guidance	N/A		Validated	R383															
R387	ShopMDT		ShopMDT Must Communicate with Vista-Plus.	Stakeholder Request	High	DJD	Validated																
R388	ShopMDT		ShopMDT must send Authenticate Sign-On request message to Vista-Plus. (See Notification and Messages).	System Interface	High		Validated	R387															
R389	Vista-Plus		Vista-Plus must send Authenticate Sign-On response message to ShopMDT. (See Notification and Messages).	System Interface	High		Validated	R387															
R390	ShopMDT		Additional Messages are documented in the Notifications and Messages; Use Cases, Usage Scenarios and Business Processes.	Guidance	N/A		Validated	R387															
R391	ShopMDT		Collections Accounting Technician or Licensing/Permitting Technician can change the trust status of an online user.	Stakeholder Request	Low	DJD	Validated																
R392	ShopMDT		Collections Accounting Technician can change the trust status of an online user.	Functional	Low		Validated	R391															
R393	ShopMDT		Licensing/Permitting Technician can change the trust status of an online user.	Functional	Low		Validated	R391															
R394	ShopMDT		Trust status will be used to determine if certain form submissions can be system validated (trusted) or if the form submission should be manually validated my MDT (not trusted).	Guidance	N/A		Validated	R391															
R395	ShopMDT		Trusted User	Entity Attribute	Low		Validated	R391															

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R396	ShopMDT		Motor Carrier Can Request an Online Account	Stakeholder Request	Medium	Blue/Green	Deferred													This request has been bundled into the IFTA application and IRP application.	
R397	ShopMDT		Motor Carrier can request a Online Account by completing an online Request Online Account form and submitting the form.	Functional	Medium		Deferred	R396													
R398	ShopMDT	TS	Motor Carrier does not have to have a valid online account in order to complete a Request Online Account form.	Business Policy	High		Deferred	R396													
R399	ShopMDT	TS	System will expose the Request Online Account form to any user capable of accessing the ShopMDT site; no sign-on or authentication is required.	Functional	High		Deferred	R396													
R400	ShopMDT		System persists the Online Account Request for later viewing.	Functional	Medium		Deferred	R396													
R401	ShopMDT		License/Permitting Technician can view a list of Online Account Requests by user.	Functional	Medium		Deferred	R396													
R402	ShopMDT		License/Permitting Technician can select from a list of Online Account Requests and view the detail of an individual request.	Functional	Medium		Deferred	R396													
R403	Manual		Set up of the online account is currently a manual task.	Guidance	N/A		Deferred	R396													
R404	ShopMDT		The Request Online Account form must be accompanied by either an new IFTA New License Application Form, or IRP New Registration Form.	Business Policy	High		Deferred	R396	R47	R71											
R405	ShopMDT		License/Permitting Technician can mark an individual Online Account Request as pending or complete.	Functional	Medium		Deferred	R396													
R406	ShopMDT		System will capture the timestamp of when fulfillment of the Online Account Request is complete.	Functional	Medium		Deferred	R396													
R407	ShopMDT		Current Vista system functionality that requires a user setting up a new common account to specify an IRP, IFTA or Permitting account must be changed to allow the user to create a standalone common account without having the constraint of choosing one of the three TS, RS or PS accounts above.	Functional	High		Deferred	R396													
R408	ShopMDT		Supporting documentation that Motor Carrier possesses in electronic form should be able to be uploaded into system.	Stakeholder Request	High		Validated														
R409	ShopMDT		System will enable a remote file to be uploaded.	Functional	High		Validated	R408													
R410	ShopMDT		Supported formats for uploaded files are Microsoft Word (.doc, .docx); Microsoft Rich Text File (.rtf); Adobe Portable Document Format (.PDF); Joint Photographic Experts Group (.JPG); Portable Network Graphics (.PNG); Windows Bitmap (.BMP); Tagged Image File (.TIF).	Functional	High		Validated	R408													
R411	ShopMDT		System will associate one or more uploaded files to a completed online form.	Functional	High		Validated	R408													
R412	ShopMDT		Uploaded File Name	Entity Attribute	High		Validated	R408													
R413	ShopMDT		Uploaded File Name Uploaded By	Entity Attribute	High		Validated	R408													
R414	ShopMDT		Uploaded File Name Uploaded Timestamp	Entity Attribute	High		Validated	R408													
R415	ShopMDT		Uploaded File Contents (BLOB)	Entity Attribute	High		Validated	R408													
R416	ShopMDT		Uploaded File Document Reference	Entity Attribute	High		Validated	R408													
R417	ShopMDT		System will support various form features.	Stakeholder Request	High		Validated														

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R418	ShopMDT		This set of requirements are characteristic of all forms in ShopMDT. Specific form functionality is listed in those Stakeholder Requests dedicated to the form.	Guidance	N/A		Validated	R417													
R419	ShopMDT		This functionality applies to the following forms: IFTA New Application Form; IFTA Renewal Form; IRP New Application Form; IRP Renewal Form; IFTA Quarterly Tax Return Form; IFTA Quarterly Tax Return Amendment Form; IRP Supplement Form.	Guidance	N/A		Validated	R417													
R420	ShopMDT		Form will be pre-populated with business information pertinent to the user. See specific Stakeholder Request for specific form's pre-population requirements.	Functional	High		Validated	R417													
R421	ShopMDT		Where numerical fields are present that act as addends, system will perform the addition and render the sum of the addends.	Functional	High		Validated	R417													
R422	ShopMDT		Where numerical fields are present that act as multiplicands and multipliers, system will perform the multiplication and render the product.	Functional	High		Validated	R417													
R423	ShopMDT		Where numerical fields are present that act as quotient and divisor, system will perform the division and render the dividend, and if applicable, the remainder.	Functional	High		Validated	R417													
R424	ShopMDT		See three definitions of field/form validation in Glossary.	Guidance	High		Validated	R417													
R425	ShopMDT		Form will support field validation where opportunity presents itself.	Functional	High		Validated	R417													
R426	ShopMDT		Field validation will execute when focus is moved from field.	Functional	High		Validated	R417													
R427	ShopMDT		Field validation error message will be displayed when validation error results.	Functional	High		Validated	R417													
R428	ShopMDT		Ability to determine if a form requires review.	Functional	High		Validated	R415													
R429	ShopMDT		Requires Review (Yes/No)	Entity Attribute	High		Validated	R415													
R430	ShopMDT		Ability to determine if a form has an associated fee(s).	Functional	High		Validated	R415													
R431	ShopMDT		Requires Fee (Yes/No)	Entity Attribute	High		Validated	R415													
R432	ShopMDT		Form data validation, if specified for the form, will be executed when user completes and submits form.	Functional	High		Validated	R417													
R433	ShopMDT		Form business information validation, if specified for form, will be executed when user completes and submits form.	Functional	High		Validated	R417													
R434	ShopMDT		If data or business information validation yields errors, system will compile errors into a list and display list to user.	Functional	High		Validated	R417													
R435	ShopMDT		If data or business information validation yields errors, system will display success notification to user.	Functional	High		Validated	R417													
R436	ShopMDT		Online forms should closely resemble, within reason and design aesthetics, the equivalent hardcopy form.	Usability	High		Validated	R417													
R437	ShopMDT		Ability for a Motor Carrier to save a partially complete form.	Functional	High		Validated	R417													
R438	ShopMDT		Ability for a Motor Carrier to clear a form and begin anew.	Functional	High		Validated	R417													
R439	ShopMDT		Ability for a Motor Carrier to search, select and resume editing of a form that was previously saved but not submitted.	Functional	High		Validated	R417													
R440	ShopMDT		Saved forms will be persisted so Motor Carrier can retrieve them in another browser session.	Functional	High		Validated	R417													
R441	ShopMDT		Motor Carrier can print form at any time.	Functional	High		Validated	R417													

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R442	ShopMDT		Motor Carrier can electronically submit completed form. (Note: Certain forms, such as the IFTA Amended Quarterly Tax Return, are not accepted electronically.)	Functional	High		Validated	R417													
R443	ShopMDT		Each form will have a How To Manual that user may view online and print.	Functional	High		Validated	R417													
R444	ShopMDT		A form can have the following states: Awaiting Review; Request Pending; In Automated Validation; In Manual Validation; Eligible for Cart; Erroneous; In Cart; Awaiting Corrections; Validation Error; Awaiting Fulfillment; Awaiting Payment; Complete; Post-Processed.	Functional	High		Validated	R417													
R445	ShopMDT		Form Name	Entity Attribute	High		Validated	R417													
R446	ShopMDT		Form State	Entity Attribute	High		Validated	R417													
R447	ShopMDT		Form Version	Entity Attribute	High		Validated	R417													
R448	ShopMDT		Form Created Timestamp	Entity Attribute	High		Validated	R417													
R449	ShopMDT		Form Created By	Entity Attribute	High		Validated	R417													
R450	ShopMDT		Form Last Modified Timestamp	Entity Attribute	High		Validated	R417													
R451	ShopMDT		Form Last Modified By	Entity Attribute	High		Validated	R417													
R452	ShopMDT		Form Payment Amount	Entity Attribute	High		Validated	R417													
R453	ShopMDT		Form Payment Timestamp	Entity Attribute	High		Validated	R417													
R454	ShopMDT		Form Document Reference	Entity Attribute	High		Validated	R417													
R455	Payment Portal		Payment Portal To Handle Electronic Payments	Stakeholder Request	High		Validated														
R456	Payment Portal		If Motor Carrier has stored payment information, ShopMDT will supply Payment Portal with Motor Carrier's payment information.	Functional	High		Validated	R455													
R457	Payment Portal		If Motor Carrier has stored payment information, Payment Portal will display Motor Carrier's payment information.	Functional	High		Validated	R455													
R458	Payment Portal		Motor Carrier has option to overwrite payment information.	Functional	High		Validated	R455													
R459	Payment Portal		Motor Carrier has option to select different payment types: Credit Card; eCheck; Debit Card.	Functional	High		Validated	R455													
R460	Payment Portal		Payment Type with fixed domain of values: Credit Card; eCheck; Debit Card.	Entity Attribute	High		Validated	R455													
R461	Payment Portal		Credit Card Type with fixed domain of values: American Express; Discover; MasterCard; Visa.	Entity Attribute	High		Validated	R455													
R462	Payment Portal		Display image of all accepted credit card logos.	Usability	High		Validated	R455													
R463	Payment Portal		System will accept the following credit card types: American Express, Discover, MasterCard, Visa.	Functional	High		Validated	R455													
R464	Payment Portal		MDT will follow the requirements of the Payment Card Industry (PCI). (An example of one of these requirements is application cannot promote one form of payment over another.)	Business Policy	High		Validated	R455													
R465	Payment Portal		If paying via credit card, system will validate credit card identification number.	Functional	High		Validated	R455													
R466	Payment Portal		If paying via credit card, system will validate credit card expiration date.	Functional	High		Validated	R455													
R467	Payment Portal		If paying via eCheck, system will validate bank routing number and account number.	Functional	High		Validated	R455													
R468	Payment Portal		If paying via debit card, system will validate debit card identification number.	Functional	High		Validated	R455													
R469	Payment Portal		If paying via debit card, system will validate debit card expiration date.	Functional	High		Validated	R455													

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R470	Payment Portal		If paying via debit card, system will validate the personal identification number (PIN).	Functional	High		Validated	R455													
R471	Payment Portal		System will request authorization for payment type and amount.	Functional	High		Validated	R455													
R472	Payment Portal		If authorization fails, Payment Portal should allow alternate form of electronic payment.	Functional	High		Validated	R455													
R473	Payment Portal		If browser session is corrupted or aborted while authorization is pending, system will reverse authorization request.	Functional	High		Validated	R455													
R474	Payment Portal		If browser session is corrupted or aborted after authorization succeeds but before focus is returned to ShopMDT, system will reverse authorization request.	Functional	High		Validated	R455													
R475	Payment Portal		If authorization succeeds, system processes request response to ShopMDT.	Functional	High		Validated	R455	R385												
R476	Payment Portal		If authorization succeeds, system notifies Motor Carrier of successful transaction and prompts Motor Carrier to View Receipt. (This is mandatory behavior.)	Functional	High		Validated	R455													
R477	Payment Portal		When Motor Carrier chooses to view receipt, focus is returned to ShopMDT and purchase receipt is displayed.	Functional	High		Validated	R455													
R478	Miscellaneous		MDT System Deployment Policies	Stakeholder Request	High		Validated														
R479	Miscellaneous		All payment portal functions will be fulfilled by Montana Interactive.	Deployment	High		Validated	R478													
R480	Miscellaneous		All ShopMDT functions will be fulfilled by Xerox.	Deployment	High		Validated	R478													
R481	Miscellaneous		All Vista-Plus functions will be fulfilled by Xerox.	Deployment	High		Validated	R478													
R482	Miscellaneous		Collaboration between Xerox and Montana Interactive may result in sharing of some functions noted above.	Guidance	High		Validated	R478													
R483	Miscellaneous		Payment Portal session will be secure and encrypted.	Deployment	High		Validated	R478													
R484	Miscellaneous		ShopMDT can be accessed by unauthenticated users for various functions, such as requesting an online account. ShopMDT session may be unsecure and unencrypted.	Deployment	High		Validated	R478													
R485	Miscellaneous		Once any request form is loaded for an unauthenticated user, ShopMDT session must be secure and encrypted.	Deployment	High		Validated	R478													
R486	Miscellaneous		Sign-On to ShopMDT is secure and encrypted.	Deployment	High		Validated	R478													
R487	Miscellaneous		One a user is authenticated, ShopMDT session is secure and encrypted.	Deployment	High		Validated	R478													
R488	ShopMDT	TS	Motor Carrier can request additional IFTA decal(s).	Stakeholder Request	High		Validated														
R489	ShopMDT	TS	Motor Carrier can request additional IFTA decal(s).	Functional	High		Validated	R488													
R490	ShopMDT	TS	After purchasing the IFTA decals, the receipt will also include a Temporary Operating Authority (TOA) that expires in 30 calendar days, which by that time they will have received the decals.	Functional	High		Validated	R488													
R491	ShopMDT	RS, TS	Motor Carrier can submit Quarterly Tax Return Amendments	Stakeholder Request	High		Deferred														
R492	ShopMDT	RS, TS	Motor Carrier can submit an amendment to the current IFTA tax quarter by completing an online form and submitting.	Functional	High		Deferred	R491													
R493	Manual		Collections Accounting Technician will manually validate an IFTA tax amendment.	Guidance	N/A		Deferred	R491													

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R494	ShopMDT	TS	Upon review of the amendment by the Collections Accounting Technician, If tax or penalty or interest is due Collections Accounting Technician can prepare an electronic invoice.	Functional	High		Deferred	R491													
R495	ShopMDT	TS	Collections Accounting Technician can notify Motor Carrier that an electronic invoice is online and is waiting to be added to the shopping cart and be paid.	Functional	High		Deferred	R491													
R496	ShopMDT	TS	Motor Carrier can choose fuel type.	Stakeholder Request	High		Validated														
R497	ShopMDT	TS	Motor Carrier can choose fuel type.	Functional	High		Validated	R496													
R498	ShopMDT	TS	Fuel Type with fixed domain of values: Diesel; Propane; Gasoline; Other.	Entity Attribute	High		Validated	R496													
R499	ShopMDT		MDT must be able to characterize a Motor Carrier Who Has Exhibited Questionable Behavior as a Bad Actor	Stakeholder Request	High		Validated														
R500	ShopMDT		Bad Actor flag.	Entity Attribute	High		Validated	R499													
R501	ShopMDT		Bad Actor Reason Description	Entity Attribute	High		Validated	R499													
R502	ShopMDT		Bad Actor Last Modified By	Entity Attribute	High		Validated	R499													
R503	ShopMDT		Collections Accounting Technician can change the bad actor status of an online user.	Functional	High		Validated	R499													
R504	ShopMDT		Licensing/Permitting Technician can change the bad actor status of an online user.	Functional	High		Validated	R499													
R505	ShopMDT		Bad Actor status will be used to determine if the online account should be disabled.	Guidance	High		Validated	R499	R1												
R506	ShopMDT		Ability to provide a person to make electronic payment for a variety of miscellaneous items.	Stakeholder Request	High		Validated														
R507	ShopMDT		These documents are not covered by CVISN funding.	Guidance	N/A		Validated	R506													
R508	ShopMDT		Person will be identified as "Miscellaneous Bill Payer" who needs to make miscellaneous payments. He or she may be a Motor Carrier, but may not be--he or she may be anyone who desires to pay a bill electronically.	Guidance	N/A		Validated	R506													
R509	ShopMDT		Miscellaneous Bill Payer has the ability to access the ShopMDT site and view Make Miscellaneous Payments.	Functional	High		Validated	R506													
R510	ShopMDT		A Miscellaneous Bill Payer who desires to make miscellaneous payments online are not required to have an online account (they are not required to sign on to ShopMDT).	Business Policy	High		Validated	R506													
R511	ShopMDT		Miscellaneous Bill Payer has the ability to choose one of items in Make Miscellaneous Payments.	Functional	High		Validated	R506													
R512	ShopMDT		Miscellaneous Bill Payer can complete and submit a form associated with a miscellaneous payment.	Functional	High		Validated	R506													
R513	ShopMDT		Miscellaneous Payment forms are field validated only (no data validation or business information validation is performed).	Functional	High		Validated	R506													
R514	ShopMDT		Once form is submitted, system grants the Miscellaneous Bill Payer the right to add the item to the shopping cart.	Functional	High		Validated	R506													
R515	ShopMDT		Miscellaneous bill payments follow the same functionality as Motor Carrier payment transactions regarding the Payment Ports, display of receipt, post-processing, etc.	Guidance	High		Validated	R506													
R516	ShopMDT		Ability to complete a Bond Payment form and purchase it.	Functional	High		Validated	R506													

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R517	ShopMDT		Ability to complete a Contract Plan(s) Payment form and purchase it.	Functional	High		Validated	R506															
R518	ShopMDT		Ability to complete a Damages Payment form and purchase it.	Functional	High		Validated	R506															
R519	ShopMDT		Ability to complete a Jury Duty Payment form and purchase it.	Functional	High		Validated	R506															
R520	ShopMDT		Ability to complete a Lease Payment form and purchase it.	Functional	High		Validated	R506															
R521	ShopMDT		Ability to complete a Non-Sufficient Funds (NSF) Payment form and purchase it.	Functional	High		Validated	R506															
R522	ShopMDT		Ability to complete a Signs Payment form and purchase it.	Functional	High		Validated	R506															
R523	ShopMDT		Ability to complete a Unified Carrier Registration (UCR) Payment form and purchase it. (Note: This is a miscellaneous form, but these will be paid by Motor Carriers or their designated Third Party Agents.)	Functional	High		Validated	R506															
R524	ShopMDT		Support the ability to apply more than one payment type to a single payment for a shopping cart's contents.	Stakeholder Request	High		Validated																
R525	ShopMDT		Motor Carriers routinely use multiple types of payment for one transaction often due to the fees being in excess of what any one payment type can cover. (i.e. credit card limits, etc.). This division of the payment using multiple payment types (i.e. two or more credit cards, use of an eCheck, or debit card) will give the payer flexibility in paying for the shopping cart and it improves the user experience by taking payment for a single shopping cart rather than the payer loading several shopping carts and paying for each.	Guidance	N/A		Validated	R524															
R526	ShopMDT		System should allow the Motor Carrier to store more than one payment type.	Functional	High		Validated	R524															
R527	ShopMDT		In the shopping cart, Motor Carrier must be able to specify one of more payment types from payment types stored in the system and also enter, ad hoc, new payment types that he/she does not wish to have stored in the system.	Functional	High		Validated	R524															
R528	ShopMDT		In the shopping cart, for each payment type selected, Motor Carrier must be able to specify the amount of money that the specific payment type will be authorized for.	Functional	High		Validated	R524															
R529	ShopMDT		In the shopping cart, for each payment type selected, with the completion of amount desired, system will add the sum of payments and display the difference between this amount and the shopping cart total amount. (This will provide the Motor Carrier with a computational aid to determine how much money is left of the total that must still be assigned to a payment type.)	Functional	High		Validated	R524															



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R530	ShopMDT		Once a payment type is selected (i.e. a given credit card), it cannot be selected a second time as part of another payment portion. (Note: The amount apportioned to each payment type may be adjusted as needed before requesting to make payment.)	Functional	High		Validated	R524															
R531	Payment Portal		With payments using more than one payment type, authorization of the shopping cart transaction is only successful if all contributing payments are also authorized. If one or more contributing payment types is not authorized (i.e. denied), then the system should compensate for this event and reverse the authorized contribution payment types. (I.e. all or none).	Business Policy	High		Validated	R524															
R532	ShopMDT		Upon successful payment using multiple payment types, the receipt should reflect the distribution of monies across all payment types used.	Functional	High		Validated	R524															
R533	ShopMDT		Motor Carrier Can Request Changes to Their Profile	Stakeholder Request	Medium	Blue/Green	Validated																
R534	ShopMDT		Motor Carrier can request changes to their online profile by completing an online Account Information Change Request form and submitting the form.	Functional	Medium		Validated	R533															
R535	ShopMDT		System persists the Online Account Information Change Request for later viewing.	Functional	Medium		Validated	R533															
R536	ShopMDT		License/Permitting Technician can view a list of Online Account Information Change Requests by user.	Functional	Medium		Validated	R533															
R537	ShopMDT		License/Permitting Technician can select from a list of Online Account Information Change Request and view the detail of an individual request.	Functional	Medium		Validated	R533															
R538	Manual		Set up of the online account is currently a manual task.	Guidance	N/A		Validated	R533															
R539	ShopMDT		License/Permitting Technician can mark an individual Online Account Information Change Request as pending or complete.	Functional	Medium		Validated	R533															
R540	ShopMDT		System will capture the timestamp of when fulfillment of the Online Account Information Change Request is complete.	Functional	Medium		Validated	R533															
R541	ShopMDT		Information that will be prepopulated on the Online Account Information Change Request form are: Vista Tax System Number, Vista Registration System Number, Vista Permitting System Number, Tax ID Number, US DOT Number, Company Name, DBA Name, Mailing Address (Street 1, Street 2, City, State, Postal Code), Physical Address (Street 1, Street 2, City, State, Postal Code), Authorized Parties (Names).	Functional	Medium		Validated	R533															
R542	ShopMDT		Updated information that Motor Carrier can enter on the Online Account Information Change Request form are: Tax ID Number, US DOT Number, Company Name, DBA Name, Mailing Address (Street 1, Street 2, City, State, Postal Code), Physical Address (Street 1, Street 2, City, State, Postal Code), Authorized Parties (Names).	Functional	Medium		Validated	R533															
R543	Manual		MDT treatment of Online Account Information Change Request form is entirely manual. Motor Carrier will be notified via email or other means when changes are complete or if there is an issue.	Guidance	N/A		Validated	R533															

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R544	Vista		<b>Ability for MDT to back out payments that were made electronically.</b>	Stakeholder Request	High		Validated														
R545	Vista		Ability for MDT to back out payments that were made by a Motor Carrier electronically.	Functional	High		Validated	R544													
R546	Vista		Need to have the ability when a payment is returned for NSF, payment dispute or any other reason that monies are not collected need to have the ability to void the payment that was entered.	Guidance	N/A		Validated	R544													
R547	Vista-Plus		<b>Post-Processing of Payment Transactions Should be Performed in Real-Time</b>	Stakeholder Request	Nice to Have		Validated														
R548	Vista-Plus		Post-Processing of Payment Transactions Should be Performed in Real-Time	Functional	Nice to Have		Validated	R547													
R549	Vista-Plus		Post-Processing of Payment Transactions are the system tasks necessary to update the appropriate tables in TS, RS and PS.	Guidance	N/A		Validated	R547													
R550	Vista-Plus		<b>MDT staff require the ability to create an electronic invoice and attach it to an email.</b>	Stakeholder Request	High	BW	Validated														
R551	Vista-Plus		MDT staff require the ability to create an electronic invoice and attach it to an email.	Functional	High		Validated	R550													
R552	Vista-Plus		This requirement is necessary so Licensing/Permitting Technician or Collections Accounting Technician can send an email (with the attached invoice) to a Motor Carrier who owes MDT then encourage them to request an online account so they can pay the invoice online. (If not, Motor Carrier can print the invoice and pay by conventional means.)	Guidance	N/A		Validated	R550													
R553	Vista-Plus		Ability to create a customer record without creating an online account (necessary for associating invoices to Motor Carriers who have yet to acquire an online account, or for the Miscellaneous Bill Payer who is not required to be authenticated).	Functional	High		Validated	R550													
R554	Vista-Plus		Has Valid Online Account (Yes/No)	Entity Attribute	High		Validated	R550													
R555	ShopMDT		<b>System must be able to accept partial payment on IFTA Quarterly Tax Returns.</b>	Stakeholder Request	High	Admin	Validated														
R556	ShopMDT		Shopping cart must allow Motor Carrier to select either payment in full (total for tax return will be paid) or a partial payment for an IFTA Quarterly Tax Return.	Functional	High		Validated	R555													
R557	ShopMDT		If Motor Carrier selects partial payment of an IFTA Quarterly Tax Return, Motor Carrier must be able to enter the amount intended to pay.	Functional	High		Validated	R555													
R558	ShopMDT		Partial payment amount cannot exceed total amount for IFTA Quarterly Tax Return.	Business Policy	High		Validated	R555													
R559	ShopMDT		Upon successful authorization of the payment, system must update the amount remaining (balance) on the IFTA Quarterly Tax Return.	Functional	High		Validated	R555													
R560	ShopMDT		<b>System must be able to accept partial payment on Electronic Invoices.</b>	Stakeholder Request	High		Validated														
R561	ShopMDT		Shopping cart must allow Motor Carrier to select either payment in full (total on invoice will be paid) or a partial payment for an electronic invoice.	Functional	High		Validated	R560													

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R562	ShopMDT		If Motor Carrier selects partial payment of an electronic invoice, Motor Carrier must be able to enter the amount intended to pay.	Functional	High		Validated	R560														
R563	ShopMDT		Partial payment amount cannot exceed total amount for an electronic invoice.	Business Policy	High		Validated	R560														
R564	ShopMDT		Upon successful authorization of the payment, system must update the amount remaining (balance) on the electronic invoice.	Functional	High		Validated	R560														
R565	ShopMDT		IRP-related invoices, Permit-related invoices, and an invoice for a Bond must be paid in full; all other types of invoices can accept partial payment less than the amount owed.	Business Policy	High		Validated	R560														
R566	ShopMDT	PS, RS, TS	All different payment types (PS, RS, TS) are broken out separately and detailed for the end user to pay for each transaction on a one-to-one basis if so desired.	Stakeholder Request	High		Validated															
R567	ShopMDT	PS, RS, TS	All different payment types (PS, RS, TS) are broken out separately and detailed for the end user to pay for each transaction on a one-to-one basis if so desired.	Functional	High		Validated	R566														
R568	ShopMDT	PS	System must be capable of processing a Point of Sale Refund on a Permit.	Stakeholder Request	High		Validated															
R569	ShopMDT	PS	Jurisdiction user must be able to select a permit that was submitted, added to the shopping cart and paid for and apply for a point of sale (POS) refund.	Functional	High		Validated	R568														
R570	ShopMDT	PS	Point of sale refund must be executed on the same business day the permit was purchased.	Business Policy	High		Validated	R568														
R571	ShopMDT	PS	Point of Sale Refund Received	Entity Attribute	High		Validated	R568														
R572	ShopMDT	PS	Eligible for Point of Sale Refund	Entity Attribute	High		Validated	R568														
R573	ShopMDT	PS	Permit point of sale refunds may only be executed by the same Jurisdiction user that sold the permit.	Business Policy	High		Validated	R568														
R574	ShopMDT	PS	Before granting a point of sale refund, system must check on state of the permit document to make sure that the deposit for the payment has not been performed..	Functional	High		Validated	R568														
R575	Vista Plus	PS	System must support the ability to analyze a permit application and determine if one or more amendments are required.	Stakeholder Request	High		Validated	R568														
R576	Vista Plus	PS	Motor Carrier cannot pay for a permit that requires an amendment until the amendment has been composed and sent to the Motor Carrier.	Business Policy	High		Validated	R569														
R577		PS	A permit can have more than one amendment associated with it.	Guidance	N/A		Validated	R575														
R578	Vista Plus	PS	Motor carrier should have the ability to complete a permit form in ShopMDT and submit it.	Functional	High		Validated	R575														
R579	Vista Plus	PS	All permits submitted must be evaluated by the current collection of business rules executed in PS to determine if a permit requires an amendment.	Business Policy	High		Validated	R575														
R580	Vista Plus	PS	Upon a permit being submitted by a Motor Carrier in ShopMDT, Vista Plus must send permit information to PS for evaluation and wait for a response.	System Interface	High		Validated	R575														
R581	ShopMDT	PS	Upon evaluation by PS, if a permit does not require an amendment, system will notify Motor Carrier that the permit can now be added to the shopping cart and pay for it.	Functional	High		Validated	R575														

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R582	ShopMDT	PS	Upon evaluation by PS, if a permit does require an amendment, system will notify Motor Carrier that the permit requires an amendment.	Functional	High		Validated	R575															
R583	ShopMDT	PS	Upon evaluation by PS, if a permit does require an amendment, system will change the document state to "Requires Amendment". License and Permitting Technicians will then process the amendment.	Functional	High		Validated	R575															
R584	ShopMDT	PS	License and Permitting Technicians will be able to identify permits requiring amendments by filtering by document state = "Requires Amendment".	Functional	High		Validated	R575															
R585	Vista	PS	License and Permitting Technicians will compose an amendment as required using the current PS MVS functionality. (Jurisdiction user.) They will save the amendment as a PDF and send this as an attachment to the Motor Carrier via email. (This is similar to how the License and Permitting Technicians will send corrections to forms that did not pass validation.)	Guidance	N/A		Validated	R575															
R586	ShopMDT	PS	Once amendments are processed, License and Permitting Technicians must be able to change the document state to "Eligible for Cart."	Functional	High		Validated	R575															
R587	ShopMDT	PS	When a permit's document state is "Eligible for Cart", the Motor Carrier may then add it to the shopping cart and pay.	Functional	High		Validated	R575															
R588	ShopMDT	TS, PS, RS	System must support MDT users who wish to act on behalf of Motor Carriers.	Stakeholder Request	High		Validated																
R589	ShopMDT	PS	MDT users will login to ShopMDT, select a customer and enter the permit information, submit the permit for validation then add the validated permit to the shopping cart and submit for payment.	Functional	High		Validated	R588															
R590	ShopMDT	TS, RS	MDT users will have access to Shop MDT to process credit card payments,, debit cards and eChecks for IRP, IFTA and miscellaneous payments.	Functional	High		Validated	R588															
R591	ShopMDT	TS, PS, RS	The convenience fee, transaction fee and credit card fee will be displayed to the MDT user prior to submitting the transaction for payment for the purpose of notifying the carrier of the fees.	Functional	High		Validated	R588															
R592	ShopMDT	TS, PS, RS	An MDT user will be able to sign on as a user using their own username and password (not another user's credentials).	Functional	High		Validated	R588															
R593	ShopMDT	TS, PS, RS	System will be able to associate MDT with one or more Motor Carriers.	Functional	High		Validated	R588															
R594	ShopMDT	TS, PS, RS	MDT users, from a system perspective, are very similar to how Third Party Agents are represented.	Guidance	High		Validated	R588															
R595	ShopMDT	TS, PS, RS	An MDT user will be able to select a Motor Carrier.	Functional	High		Validated	R588															
R596	ShopMDT	TS, PS, RS	Once a Motor Carrier is selected, MDT user can then access any document for that Motor Carrier (including permits), complete the document and submit it for validation.	Functional	High		Validated	R588															

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								1	2	3	4	5	6	1	2	3	4	5	6			
R597	ShopMDT	TS, PS, RS	System will perform the same validation work that it does for Motor Carriers noted in previous requirements. In essence, the MDT user is a proxy for the Motor Carrier. The MDT user can add as many documents to the shopping cart as are required to support the Motor Carrier.	Guidance	N/A		Validated	R588														
R598	ShopMDT	TS, PS, RS	Once validated, the document (be it a permit, IRP renewal, or any valid document) can be added to the shopping cart and then paid for.	Functional	High		Validated	R588														
R599	ShopMDT	TS, PS, RS	The system will have provisions allowing MDT users to input routing, bank account or other necessary information obtained from a hand written check, thereby converting the transaction to an eCheck type.	Functional	High		Validated	R588														
R600	ShopMDT	TS, PS, RS	For the previous requirement noted immediately above, as an incentive to allowing a Motor Carrier to use the eCheck payment method, any fees associated with this payment method could be waived by MDT.	Guidance	High		Validated	R589														
R601	ShopMDT	PS	System must be able to record a payment that is not an electronic payment (i.e. conventional check, cash, money order).	Stakeholder Request	High		Validated															
R602	ShopMDT	PS	MDT users will be able to view a document and the payments that have been applied to that document.	Functional	High		Validated	R601														
R603	ShopMDT	PS	MDT users will be able to view a document and then enter (i.e. record) a non-electronic payment that will be applied to that document.	Functional	High		Validated	R601														
R604	ShopMDT	PS																				
R605																						

Requirements Package: Business Requirements

Project:	Electronic Payments Improvement
Project No.:	DOA06-1263B
Author(s):	Dan Drislane
Organization:	Montana Dept. of Transportation (MDT)
Date:	6/26/2012
Version:	20

ID	Affinity	Business or Functional Area	Requirement Statement	Stakeholder Request	Joint Priority	Resp Party	State (see descriptions below)	Trace-To IDs						Trace-From IDs						Notes	Requirement Source
								1	2	3	4	5	6	1	2	3	4	5	6		

Requirement Type Descriptions		
Type		Description
Business Policy		A statement that specifies a mandated behavior or practice of a company or organization.
Deployment		A statement of intent used by a business to prohibit, mandate or allow a particular behavior.
Entity Attribute		Captures a piece of business information that needs to be retained.
Environmental		Captures information about the required physical location where certain behaviors must be performed. This information may relate to where individuals performing task work will be located, or where automation components will be located. NOTE: If there are special circumstances surrounding the work environment, these should be captured here. These include: restricted access to rooms where either business or IT
Functional		Captures the business or task behavior of the solution targeted by the project. User visible behavior includes actions which the user interface will allow users to perform, the information that they can be presented with and the manner in which user-based authority mediates these. Business behavior includes anything that impacts a business entity or otherwise accomplishes "business work."
Guidance		Provides educational information and/or general statements that are not quantifiable but may suggest a heuristic to be used within a project. Guidance cannot be mapped directly to a specification element. Because of this, "Requirement Tactics" that represent "Supporting Tactics" for addressing the Guidance, should be identified.
Operational		Captures behaviors that define how a solution is maintained or supported outside the business value chain that the solution directly supports.
Performance		Captures the constraints upon the speed, throughput, efficiency, accuracy, response time, startup time and resource usage of the business automation solution.
Reliability		Captures constraints that relate to system availability, system recoverability (including disaster recovery as well as recovery for point failures).
Rollout		Captures behavior that must be accommodated when initial or new business capabilities are being made available that impact how end users of the business automation solution perform tasks.
Stakeholder Request		A statement of need written by someone who is empowered to request new business capabilities.
System Interface		Captures an architectural constraint that a particular system interface (either existing or that will be provided during the course of the associated project) will be mandated to be used in a particular situation.
Usability		Captures how the business automation solution should expose actions (for the end user to perform) and how it displays information to these end-users.

Requirements Package: Business Requirements

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								1	2	3	4	5	6	1	2	3	4	5	6		

Requirement State Descriptions		
Type	Description	
Proposed		The statement is considered in draft form and has not been validated or approved by the stakeholder.
Approved		Indicates that the project stakeholder(s) have validated and signed-off on the statement as a requirement for the automation system or automation system enhancement to be built.
Validated		Indicates that the statement has been reviewed not by the author, but by the consuming party (often the System Analyst but others as well) and that the statement is accurate and correctly describes the requirement.
Realized		Indicates that the statement has been supported by a Solution Specification element. Applies only to the following nine Atomic Requirements: Business Policy; Deployment; Entity Attribute; Functional; Operational; Performance; Reliability; Rollout; System Interface; Usability. Alternate state for other Requirements remains at Validated.
Incomplete		Indicates that the statement lacks needed knowledge or data on behalf of the author to be able to complete the statement and render it accurate and ready for validation. Incomplete requirements cannot be validated nor signed off by stakeholders.
Deprecated		Indicates that this requirement was replaced by another requirement. This is a useful state if you wish to preserve the original requirement—especially after stakeholder review, approval and baselining—and replace it with a new requirement. This scenario most often arises when a requirement may have been poorly written and a rewrite is mandated, or the new requirement is a result of a defect or
Deferred		Indicates that the statement has been deliberately deferred for later review. Statements that are in a Deferred state cannot be included in the scope of the project. Statements that are in a Deferred state can be acknowledged by the stakeholder via sign-off but they will be NOT baselined in the project and in fact will be treated as enhancement requests if they are subsequently changed to Approved.
Withdrawn		Indicates that the statement is removed from the project (as in Deleted).